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17 July 1962

MEMORANDUM FOR: Acting Chief, Records and Services Div.

SUBJECT: Annual Report - Fiscal Year 1962

1. Fiscal Year 1962 was a very trying year for this Branch. Two physical moves of the entire Branch, each to less desirable space than that occupied for the past seven years, and the assumption of additional responsibilities with no increase in personnel, have certainly not helped to boost morale or improve the quality of our service. Added to our duties were the following:

A. Invitee Travel Claims - In the month of July alone we paid 181 invitees \$30,844.00.

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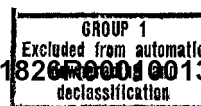
C. Files - Before the move from Curie Hall our case files were maintained by the OP File Room. Concurrent with the move, they were returned to the Branch with no transfer of clerical personnel to maintain them. We are trying to bring them up-to-date with a summer employee but find it difficult to accomplish because of lack of space in which to open the drawers of the safes.

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D. OPM 20-6-1 - Insuring that all returnees read [redacted] and that a certification to this effect goes to their personnel file. This takes only a couple of minutes per traveler, but is another straw added to the pile.

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E. [] The handling of time and attendance sheets for departees was placed in the Branch in October 1961. This requires only two or three minutes per traveler, but adds to the pile.

F. Receptionist - The "ideal" space arrangement which some uninformed person designed for this Branch not only creates a security hazzard by forcing us to discuss cover requirements with employees and agents in the presence of invitees (some of whom have already been disapproved by Security) but also very effectively deprives us of the services of one clerk who must stand guard duty.

2. It is also interesting to note that since January 1960, the staff has been reduced by one clerk and one finance technician in spite of the additional workload enumerated above and the following duties added in 1960:

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B. Scheduling departees for a briefing on the "Threat of Hostile Audio Surveillance" [] This is a time consuming and provoking duty which, I believe, belongs to the Training Officers of the operating components.

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3. Our accomplishment this year has been the processing of our usual volume of work in spite of our handicaps. Our goals for the new year:

- A. Obtain more space and better arrangements
- B. Obtain up-to-date telephone system
- C. Obtain glass partition panels
- D. Obtain two additional employees

4. Statistics for the Fiscal Year are as follows:

Travel Reservations Made:

Foreign []

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